

HABEAS CORPUS RESOURCE CENTER

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www.courtinfo.ca.gov/careers/

www.hcrc.ca.gov

EMPLOYMENT OPPORTUNITY

JOB TITLE: RESEARCH AND INFORMATION MANAGEMENT SPECIALIST

JOB REQUISITION: 3418

LOCATION: SAN FRANCISCO, CA

OVERVIEW

The Habeas Corpus Resource Center (HCRC), located in San Francisco, has an exciting opportunity for a Research and Information Management Specialist in an agency that provides legal representation to death-row inmates. The primary purpose of the HCRC is to represent death row inmates in post-conviction proceedings in state and federal courts and to serve as a resource to private appointed counsel in capital post-conviction proceedings.

The HCRC has an authorized staff of 86 people, including 34 attorneys. Additional information about the HCRC can be found at www.hcrc.ca.gov.

RESPONSIBILITIES

- Provides lead direction to HCRC docketing, library and information resources staff and Consultants, organizes and assigns work, sets priorities, and follows up to ensure completion and quality of assigned work;
- Provides input into selection, evaluation, discipline, and other personnel matters;
- Plans, organizes and performs the full range of work involved in operating and maintaining a research and information management system and library for the HCRC;
- Researches, recommends and applies new technologies appropriate to HCRC needs in the areas of library, research and information management. Investigates, analyzes and evaluates project feasibility; develops project cost and benefit estimates; estimates project resource needs for staff and consultants;
- Instructs, trains and assists staff, including attorneys, paralegals, investigators, externs, and other staff members in legal bibliography, manual and computerized legal and public records research and document management;
- Develops, implements, administers and monitors all operational procedures and programs associated with the research and document management system unique to the HCRC;
- Using standard methodologies, analyzes user operational procedures to develop functional systems requirements; develops alternative solutions for business and system development problems; coordinates database design and creation of prototypes for the library and for management of electronic and hard copy documents; coordinates the development of, contributes to, and reviews system and user documentation and procedures; coordinates user support training;
- Conducts research on case related and agency related topics; participates in legal strategy sessions as needed;
- Evaluates library and document management automation software and equipment and recommends purchase of same; coordinates implementation of automation for information and data retrieval;

- Prepares, administers, and monitors the library and information management budget; reviews and recommends approval for payment of all items charged to the budget; participates in negotiation of contracts with publishers and vendors;
- Prepares comprehensive written analyses of problems and solutions;
- Advises concerning system technical constraints relating to library and document management activities, acceptance testing, performance criteria, and complex design issues;
- Keeps up with current technologies (e.g., reading publications and attending seminars) and applies updates to hardware and software in the HCRC;
- Represents the HCRC in library and information systems professional committees and Organizations; and
- Plans the layout of space and recommends the purchase of furniture, equipment, and supplies.

QUALIFICATIONS

Education and Experience:

Equivalent to possession of a bachelor's degree, preferably with major course work in information management, library science, computer science, or related fields and three years experience in research and information system management, document management, and information system design and technology.

Additional experience may be substituted for the education on a year-for-year basis. Possession of a directly related postgraduate degree may be substituted for one year of experience.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Basic supervisory principles and practices;
- Principles and concepts related to computer science, library/information studies, communications, and other disciplines involved in document management and electronic reference archives;
- Theories and practices related to storing, organizing, retrieving, and analyzing information in a variety of settings and formats;
- Database management;
- Information system design and technology as related to information organization and management;
- Issues and laws relevant to the materials handled by the HCRC;
- Operation and management of a research library and related practices, procedures, and trends;
- Principles and techniques of preparing effective oral presentations; and
- Principles and techniques of preparing a variety of effective written materials.

Ability to:

- Plan, direct, and review the work of others on a project or day-to-day basis;
- Use initiative and independent judgment within established procedural guidelines;
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines;
- Design and evaluate information management systems that allow for efficient and effective document management and user interaction;
- Manage multiple databases;
- Develop and administer an information management and library budget;
- Communicate effectively in English, orally and in writing;
- Interact, negotiate and influence people effectively at all levels;
- Prepare effective written materials for purposes of user and system documentation; and
- Establish and maintain effective working relationships with those contacted in the course of the work.

May be required to travel and to work overtime and on holidays, evenings, or weekends.

HOW TO APPLY

To complete an online application please visit the California Courts Career Opportunities web site at: <http://www.courtinfo.ca.gov/careers/>.

This position requires submission of an official application and response to the supplemental questionnaire. Resumes without these materials will not be considered. For earliest consideration, please apply by January 30, 2009. Applications will be accepted after the earliest consideration date until the announcement is withdrawn. This position is opened until filled. Applicants from prior recruitments must reapply for further consideration. Please refer to Research and Information Management Specialist, Job Req-3418 in all communications, including your application. Online application: <http://www.courtinfo.ca.gov/careers/>.

The recruitment process is lengthy. Every application is reviewed in its entirety. Candidates whose qualifications best meet the needs of HCRC will be contacted to participate in the interview process. All applicants will be notified by mail when the recruitment has been closed. Due to the volume of applications received, we request that applicants refrain from contacting HCRC regarding hiring status and from in-person pick up or delivery of applications.

The individual selected to fill the position will be appointed at a salary level within the range commensurate with their qualifications.

Please note: If you are selected for hire, the HCRC will require verification of employment eligibility or authorization to legally work in the United States.

PAY & BENEFITS

SALARY RANGE: \$6,870 - \$8,350 per month

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$120 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(K) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

THE HABEAS CORPUS RESOURCE CENTER IS AN EQUAL OPPORTUNITY EMPLOYER.